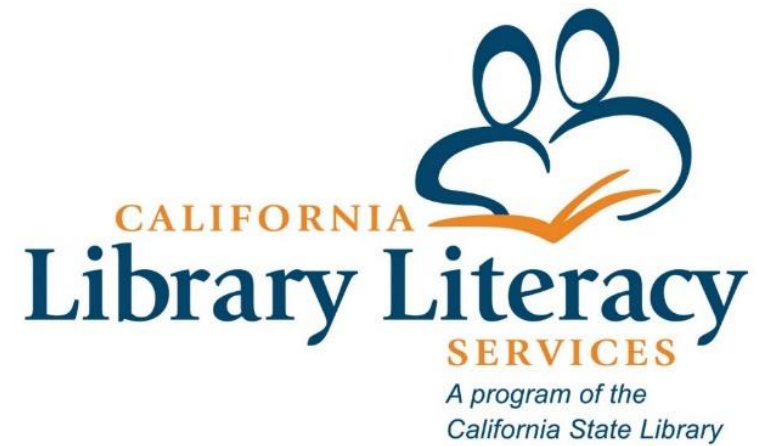


# 2024-2025 Mid-Year Report & 2025-2026 Pre-Application Information Session

Tuesday, January 7, 2025 | 11:00 am



# CLLS Team

Your CLLS team at the California State Library:

- General questions: [clls@library.ca.gov](mailto:clls@library.ca.gov)
- Beverly Schwartzberg, Library Programs Consultant
  - [Beverly.Schwartzberg@library.ca.gov](mailto:Beverly.Schwartzberg@library.ca.gov)
  - 916-701-6880
- Allyson Jeffredo, Literacy & Grants Analyst
  - [Allyson.Jeffredo@library.ca.gov](mailto:Allyson.Jeffredo@library.ca.gov)
  - 916-603-6709



# Today's Agenda

- Mid-Year Report & Pre-Application Purpose
- Mid-Year Report & Pre-Application Deadline
- Spending for 2024-2025 Program Period
- Encumbrance Deadline
- “Encumbered” Definition
- Budget Modifications
- CLLS Mid-Year Report & Pre-Application Overview
- CLLS Mid-Year Report & Pre-Application Resources
- Questions?



# Mid-Year Report Purpose

The 2024-2025 Mid-Year Report helps us better support you during the year. Especially to:

- Help you stay on track with spending your CLLS funds
- Make your final report for the year a bit easier
- Release your remaining 10% of your 2024-2025 CLLS Adult Literacy Services funds



# Pre-Application Purpose

The 2025-2026 Pre-Application helps us get an idea of each CLLS program's plans for the 2025-2026 program period by learning:

- Whether you plan on continuing your current CLLS programs
- Whether you intend to apply for family literacy services
- Any significant changes to your program



# Mid-Year Report & Pre-Application Deadline

The 2024-2025 CLLS Mid-Year Report and 2025-2026 Pre-Application is due:

**Monday, February 3, 2025,**

**by 5:00 pm**



# Spending for 2024-2025 Program Period

- We expect 2024-2025 CLLS funds to be spent by **June 30, 2025.**
- This report is capturing any 2024-2025 CLLS funds spending between July 1, 2024, and December 31, 2024.



# Encumbrance Deadlines

- 2024-2025 CLLS funds must be encumbered by **May 31, 2025**.
- Encumbered 2024-2025 CLLS funds may spent between July 1, 2025, and the close of the final report in September 2025.





# “Encumbered” Definition

- “Encumbered” means having an approved budget on file with the California State Library showing your spending plan for the July 1, 2025 – September 2025, final report closing date, encumbrance period.



# Budget Modifications

- New spending plans must be approved *before* they occur.
- If your spending plan differs from your approved budget on file, you must complete a Budget Modification Form by **May 31, 2025**.



# CLLS Mid-Year Report Overview

The 2024-2025 CLLS Mid-Year Report has four sections:

1. Jurisdiction Information
2. Program Information
3. Description of Programs and Activities
4. Financial Report for 2024-2025 Funds

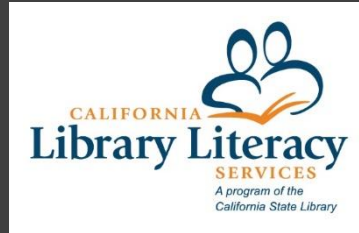


# Section 1: Jurisdiction Information



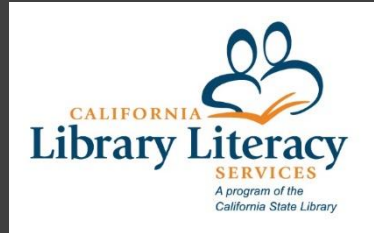
- Library Information
- Literacy Program Coordinator's Contact Information
- Library Director's Contact Information
- Authorized Representative(s) Information

# Section 2: Program Information



- Program Name
- How was your 2024-2025 program provided?
  - If you select an option other than “In-house by the library,” a separate text box will open to add the other agency’s name and director information.

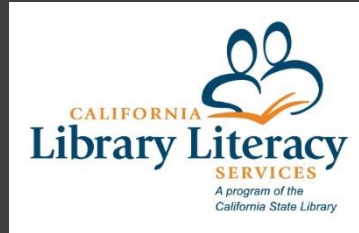
## Section 3: Description of Programs and Activities



Complete each section for the 2024-2025 CLLS program(s) you offer:

- Program (yes/no check box)
- Description of program activities. (150 words)
- Description of any challenges with your program. (150 words)
- Approximate number of adult learners served. (#)
- Are you on track to spend your 2024-2025 CLLS program funds? (yes/no dropdown)

## Section 3: Description of Programs and Activities Cont.



You will also be asked about changes or challenges:

- Describe changes or challenges you are experiencing. (150 words)
- Would you like to receive one-on-one support to address these changes or challenges? (yes/no check box)
- Is there anything else you would like to share? This includes great stories so far. (150 words)

# Section 4: Financial Report



- Use this section to report only the spending of your 2024-2025 CLLS Adult Literacy Services, Family Literacy Services (if applicable), and ESL Services (if applicable) funds expended between **July 1, 2024 – December 31, 2024**.
- **Do not report** any remaining CLLS encumbered funds from a previous reporting period spent during this period.
- Narrative description of expenses is not required for the Mid-Year Report.



# Section 4: Financial Report Example



## Section 4: Financial Report: Adult Literacy Services, Family Literacy Services, and English as a Second Language Services

In this section, report only 2024-2025 CLLS Adult Literacy Services, Family Literacy Services, and ESL Services funds expended between July 1, 2024, and December 31, 2024. Do not include encumbered CLLS funds from a previous program period or local funds in this section.

	Adult	Family	ESL	Total Yearly	Narrative
<b>Salaries &amp; Benefits</b>	<input type="text"/> \$75,139	<input type="text"/> \$0	<input type="text"/>	<input type="text"/> \$75,139	<input type="text"/>
<b>Consulting Fees</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Travel</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Supplies and Materials</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Equipment (\$5,000+)</b>	<input type="text"/> \$0	<input type="text"/> \$0	<input type="text"/>	<input type="text"/> \$0	<input type="text"/>
<b>Services</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Subtotal</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Indirect</b>	<input type="text"/> \$0	<input type="text"/> \$0	<input type="text"/>	<input type="text"/> \$0	<input type="text"/>
<b>Total</b>	<input type="text"/> \$82,955	<input type="text"/>	<input type="text"/>	<input type="text"/> \$82,955	<input type="text"/>

## Section 4: Financial Report Cont.



### Additional section on the 2024-2025 Mid-Year Report:

- Does your library have 2022-2023 CLLS funds that currently need to be spent? (yes/no check box)
- Does your library have 2023-2024 CLLS funds that currently need to be spent? (yes/no check box)
- Do you have an approved spending plan on file? (yes/no check box)

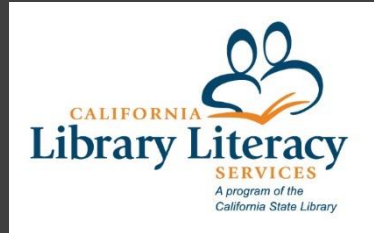
# CLLS Pre-Application Overview

The 2025-2026 CLLS Pre-Application has two sections:

1. Current Program Information
2. New CLLS Family Literacy Program
  - NOTE: This section is only completed if you plan to begin offering a new family literacy program in 2025-2026.



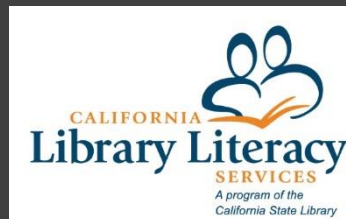
## Section 5.1 Current Program Information



In this section, report your program plans for the 2025-2026 program period. You will complete a full application for 2025-2026 during the spring.

- Plans to continue Adult Literacy Services in 2025-2026
- Plans to continue Family Literacy Services in 2025-2026
- Any significant changes to your program(s) in 2025-2026
- Interest in beginning Family Literacy Services in 2025-2026

## Section 5.2 New CLLS Family Literacy Program



This section is only for programs interested in beginning a new Family Literacy Services program in 2025-2026.

- Describe your planned family literacy services program
- Describe your family literacy outreach activities
- Anticipated number of enrolled adult learners served
- Anticipated number of enrolled adult learner children served
- Anticipated number of unenrolled but eligible adult learners and families served

# CLLS Mid-Year Report and Pre-Application Resources

- [2024-2025 CLLS Mid-Year Report and 2025-2026 Pre-Application Instructions](#)
- [2024-2025 CLLS Mid-Year Report and 2025-2026 Pre-Application Blank Template](#)
- [CLLS Allowable and Unallowable Expenses Document](#) (August 2024)
- Schedule a [one-on-one meeting](#) with us!



# CLLS Team Reminder

Your CLLS team at the California State Library:

- General questions: [clls@library.ca.gov](mailto:clls@library.ca.gov)
- Beverly Schwartzberg, Library Programs Consultant
  - [Beverly.Schwartzberg@library.ca.gov](mailto:Beverly.Schwartzberg@library.ca.gov)
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# Questions?

